

DDA Registry  
File Travel

DD/A Registry  
76-2695

27 MAY 1976

MEMORANDUM FOR THE RECORD

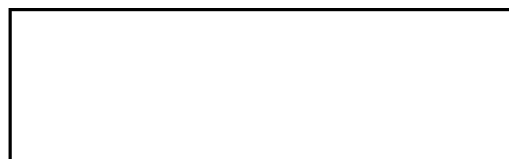
SUBJECT: OMB Bulletin No. 76-9, Control of Official Travel

REFERENCE: DDA Letter to Mr. Jack Eckerd, GSA, dtd. 10 May 1976,  
Same Subject

1. I received a telephone call late Tuesday, 25 May 1976, from Jim Oliver, our OMB examiner, who advised that the GSA office formerly assigned the responsibility for implementing the provisions of OMB Bulletin 76-9 had been abolished and the functions transferred to OMB. (Although Jim Oliver did not specifically state, I assume the GSA office involved is, or was, the Federal Travel Management Division or a portion thereof.) As a result of this transfer in function, GSA forwarded the referent letter to OMB for action as appropriate.

2. Mr. Oliver advised that it would not be necessary for the Agency to prepare and submit to OMB the report required by Bulletin No. 76-9. He further stated that the proffered briefing on CIA implementation of the control of official travel probably would not be needed and would let us know if OMB changes its mind.

3. Mr. Oliver emphasized that OMB would expect the Agency to comply with the intent of Bulletin No. 76-9 even though no formal report would be required.



Chief, Administration Group  
Office of the Comptroller

STATINTL

cc: ☒ DDA  
D/Finance

DD/A Registry  
File *Travel*

DD/A 76 2130

10 MAY 1976

Mr. Jack Eckerd  
Administrator  
General Services Administration  
18th & F Streets, N. W.  
Washington, D. C. 20405

Dear Mr. Eckerd:

Office of Management and Budget Bulletin Number 76-9 and Supplement Number 1 both address the control of official travel. While the Central Intelligence Agency intends to comply with the spirit of OMB Bulletin No. 76-9 and Supplement Number 1, there are certain difficulties attendant in reporting CIA personnel travel arrangements and budget data. We fully endorse the purposes GSA's studies and reports are intended to serve, but are unable to separate unclassified management data from information which must be controlled. This seriously diminishes the utility of any information requested.

To provide your offices with information on CIA progress in programs such as the control of official travel, this Agency, in April 1974, entered into an agreement with the Office of Federal Management Policy, GSA, to conduct briefings for GSA representatives. In past years my predecessor, Mr. Harold L. Brownman, and I have worked closely with Mr. Gordon T. Yamada, Director of Management Systems and Special Projects, GSA. I understand that Mr. Yamada has retired. In order to continue this mutually agreeable information exchange, would you please furnish me the name of the officer appointed to replace Mr. Yamada. We will be in touch with your representative during the Transitional Quarter to arrange for a briefing on CIA's implementation of the control of official travel program.

Sincerely,

/s/ John F. Blake  
John F. Blake  
Deputy Director  
for  
Administration

STAT

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DDA Registry  
File Travel

DD/A 76-2247

7 MAY 1976

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Control of Official Travel

REFERENCE : (A) Office of Management and Budget (OMB)  
Bulletin 76-9 dated 4 December 1975,  
Subject: Control of Official Travel

(B) OMB Bulletin 76-9, Supplement Number 1,  
dated 26 January 1976, Subject:  
Control of Official Travel

(C) Headquarters Notice   dated STATINTL  
2 February 1976, Subject: Control of  
Official Travel

1. As you know from references (A) and (C), Administration policy requires that we take a hard look at our travel requirements and curtail them sharply wherever possible. Supplement Number 1 (Reference B) changes the reporting requirements of OMB Bulletin 76-9 by calling for a single report on (1) the accomplishments and savings resulting from revised travel plans required by Bulletin No. 76-9, and (2) a comparison of travel costs for the second halves of FY-1975 and FY-1976. Supplement Number 1 notes that the additional information requested is necessitated by a Congressional resolution which calls for steps to restrain the inflationary impact and to conserve the use of energy by reducing Federal travel expenditures not to exceed 10 percent for the remainder of fiscal year 1976.

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2. In past years, CIA reporting on various joint OMB and GSA projects has been in the form of oral briefings for GSA representatives, and I have written GSA proposing that we continue this technique to satisfy the reporting requirements of Supplement Number 1. To provide substance to the briefing for GSA, use the attached format to report travel savings to the DD/A Plans Staff by 13 August 1976.



ILLEGIB

John F. Blake

Distribution:

- 1 Each Deputy Director
- 1 Each Head of Independent Offices
- ① DDA Subject
- 1 - DDA Chrono
- 1 - JFB Chrono
- 1 - DDA/Plans Staff
- DDA/Plans Staff: 

STATINTL

NOTE: Amounts in thousands of dollars.

REPORT ON FY-1976 TRAVEL COSTS AND SAVINGS IN OBJECT CLASS 21,  
TRAVEL AND TRANSPORTATION OF PERSONS

PART I. COSTS AND SAVINGS:

<u>Directorate/Office</u>	<u>FY-1975 travel</u> <u>costs (actual)</u>	<u>FY-1976 travel</u> <u>costs (actual)</u>		<u>Difference:</u> <u>col.(3) minus</u> <u>col.(1)</u>	<u>Est. of FY-76</u> <u>savings based</u> <u>on revised</u> <u>travel plans</u>
	<u>2nd</u> <u>half</u> <u>(1)</u>	<u>1st</u> <u>half</u> <u>(2)</u>	<u>2nd</u> <u>half</u> <u>(3)</u>		
	(Consistent with FY-1977 budget presentation)	(Totals in columns 2 & 3 should approxi- mate data in FY-1978 budget presentation)			(Column 2 plus 3 plus 5 should equate to total FY-1976 travel plans prior to OMB Bulletin 76-9.)

PART II. DISCUSSION OF METHODS USED TO ACHIEVE ECONOMIES AND SAVINGS:

(Highlight successful savings techniques)

PART III. EXPLANATION OF INCREASES:

(Estimates should be attributed to such things as increases in per diem and subsistence rates, increased common carrier rates or other increased travel costs. Briefly explain any increases in the extend of component travel.)

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7 MAY 1976

MEMORANDUM FOR: Deputy to the DCI for the Intelligence  
Community  
Deputy to the DCI for National Intelligence  
Officers

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Control of Official Travel

REFERENCE : (A) Office of Management and Budget (OMB)  
Bulletin 76-9 dated 4 December 1975,  
Subject: Control of Official Travel

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of Official Travel

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2 February 1976, Subject: Control of  
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1. As you know from references (A) and (C), Administration policy requires that we take a hard look at our travel requirements and curtail them sharply wherever possible. Supplement Number 1 (Reference B) changes the reporting requirements of OMB Bulletin 76-9 by calling for a single report on (1) the accomplishments and savings resulting from revised travel plans required by Bulletin No. 76-9, and (2) a comparison of travel costs for the second halves of FY-1975 and FY-1976. Supplement Number 1 notes that the additional information requested is necessitated by a Congressional resolution which calls for steps to restrain the inflationary impact and to conserve the use of energy by reducing Federal travel expenditures not to exceed 10 percent for the remainder of fiscal year 1976.

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John F. Blake

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1 DDA Subject  
① - DDA Chrono  
1 - JFB Chrono  
1 - DDA/Plans Staff  
DDA/Plans Staff: [redacted]

STATINTL



NOTE: Amounts in thousands of dollars.

REPORT ON FY-1976 TRAVEL COSTS AND SAVINGS IN OBJECT CLASS 21,  
TRAVEL AND TRANSPORTATION OF PERSONS

PART I. COSTS AND SAVINGS:

<u>Directorate/Office</u>	<u>FY-1975 travel costs (actual)</u>	<u>FY-1976 travel costs (actual)</u>		<u>Difference: col.(3) minus col.(1)</u>	<u>Est. of FY-76 savings based on revised travel plans</u>
	<u>2nd half (1)</u>	<u>1st half (2)</u>	<u>2nd half (3)</u>		
	(Consistent with FY-1977 budget presentation)	(Totals in columns 2 & 3 should approxi- mate data in FY-1978 budget presentation)			(Column 2 plus 3 plus 5 should equate to total FY-1976 travel plans prior to OMB Bulletin 76-9.)

PART II. DISCUSSION OF METHODS USED TO ACHIEVE ECONOMIES AND SAVINGS:

(Highlight successful savings techniques)

PART III. EXPLANATION OF INCREASES:

(Estimates should be attributed to such things as increases in per diem and subsistence rates, increased common carrier rates or other increased travel costs. Briefly explain any increases in the extend of component travel.)

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503



BULLETIN NO. 76-9

December 4, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

1. Purpose. This Bulletin provides guidance on the control and management of official travel, so as to reduce and minimize travel costs paid by the U.S. Government.

2. Policy. It is Administration policy that agencies should authorize that amount of travel necessary to accomplish the purposes of the Government effectively -- but not one bit more -- and at minimum cost. This policy is applicable not only to travel of Government employees, but also to travel of contractors and other personnel whose travel expenses are directly reflected in costs paid by the Government.

The head of each agency will communicate this policy promptly throughout all operating and staff units of his agency, and place in effect a stringent and austere plan to eliminate travel not absolutely essential and to minimize travel costs.

3. Guidelines. The agency plan to restrict travel will include, but not be limited to, the following guidelines:

a. Do not permit travel when the matter in question can be handled by mail or telephone.

b. Minimize the number of people who must travel for a single purpose; for example, never allow two or more persons to travel when one will suffice.

c. Examine travel assignments at official stations to assure that travel is performed by employees at stations which are in closest proximity to travel destinations.

d. Review and reauthorize all continuous or indefinite travel authorizations and issue appropriate guidelines to restrict travel to the minimum necessary for accomplishment of agency missions.

e. Screen all specific travel authorizations to limit trips, numbers of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of agency missions.

f. Establish procedures that will eliminate attendance and minimize participation by employees at conferences, meetings, and seminars when attendance is contingent upon travel at Government expense and not directly related to the accomplishment of the agency missions. (Official travel performed at nongovernment expense will be accomplished in accordance with agency conflict of interest regulations.)

g. In view of the extensive travel costs for change of station travel, review policies and procedures affecting employee transfers between official duty stations to reduce such transfers to those essential for mission accomplishment.

h. Establish procedures to screen all requests for foreign travel to drastically reduce U.S. attendance at foreign conferences to an absolute minimum, and where appropriate, to use U.S. personnel located at or near the conference site.

i. Review contract provisions and procedures to assure that travel by contractors whose travel costs are directly reflected in prices paid by the Government is held to that which is essential, and that the cost of such travel is minimized.

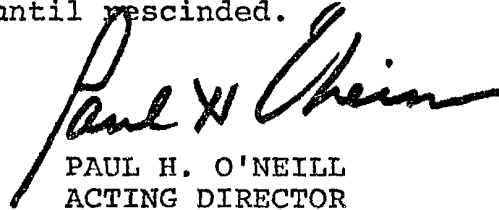
#### 4. Implementation

a. Agency directives for implementation of this Bulletin will be issued to become effective on or before January 30, 1976. A copy of implementing directives will be furnished for review to the General Services Administration.

b. Agencies will also prepare reports on FY 1976 accomplishments and savings resulting from the implementation of revised travel plans developed in accordance with this Bulletin. These reports will include a narrative description of the methods used to achieve economies and savings in the "travel and transportation of persons" (object class 21) and the estimated dollar amounts (obligations) saved. Reports will be submitted to the General Services Administration no later than August 15, 1976.

Both the implementing directives and the reports should be directed to the Administrator, General Services Administration, attention: Director, Federal Travel Management Division, Federal Supply Service.

5. Effective Date. This Bulletin is effective immediately and will remain in effect until rescinded.

  
PAUL H. O'NEILL  
ACTING DIRECTOR



Approved For Release 2002/05/09 : CIA-RDP80-00473A000800080012-7

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

DD/A Registry

76-0594

BULLETIN NO. 76-9, SUPPLEMENT NO. 1

January 26, 1976

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

1. Purpose. This Supplement provides revised instructions on the submission of agency reports on travel covering:

-- a comparison of travel costs for the second half of fiscal year 1976 with the comparable period for fiscal year 1975, as well as

-- estimates of fiscal year 1976 savings resulting from revised travel plans, as required by Bulletin No. 76-9.

The report prescribed by this Supplement supersedes the August 15, 1976, report to the General Services Administration required under section 4.b. of Bulletin No. 76-9.

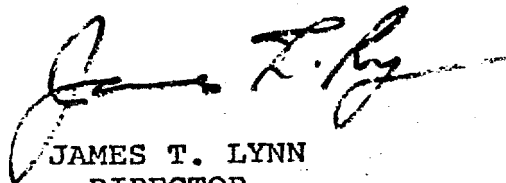
2. Background. The additional information required by this Supplement is necessitated by the recently passed Congressional resolution on travel, section 205 of the Supplemental Appropriations Act, 1976 (P.L. 94-157). That resolution expressed the sense of Congress that the President, through the Director of the Office of Management and Budget (OMB), take steps to restrain the inflationary impact and to conserve the use of energy by reducing Federal travel expenditures not to exceed 10 percent for the remainder of fiscal year 1976. The reductions are to be allocated so as not to disrupt the provision of vital Government services or organized troop movements.

Prior to the enactment of the Congressional resolution, OMB Bulletin No. 76-9, issued December 4, 1975, called on executive branch agencies to develop and implement austere travel plans. That Bulletin furnished guidelines to reduce travel and required agencies to issue implementing directives by January 30, 1976, subject to review by the General Services Administration. The instructions relating to the submission of agency implementing directives to

restrain official travel pursuant to the guidelines prescribed in OMB Bulletin No. 76-9 are not affected by this Supplement.

3. Preparation of reports. Each agency will submit to the Administrator, General Services Administration no later than August 15, 1976, a single report on (1) the accomplishments and savings resulting from revised travel plans required by Bulletin No. 76-9 and (2) a comparison of travel costs for the second halves of FY 1975 and FY 1976 as required in the Attachment to this Supplement.

4. Effective date. This Supplement is effective immediately and expires upon submission of the August 15, 1976 report.

  
JAMES T. LYNN  
DIRECTOR

Attachment

Attachment  
Bulletin No. 76-9  
Supplement No. 1

REPORT ON FISCAL YEAR 1976 COSTS AND SAVINGS IN  
TRAVEL AND TRANSPORTATION OF PERSONS

An original and one copy of the report on FY 1976 travel costs and savings will be submitted in the format of the attached Exhibit, as prescribed below.

Part I. Costs and Savings. This part will present for each period shown the estimated dollar amounts for travel and transportation of persons (object class 21), in thousands of dollars. The term "travel costs" as used in this Attachment is intended to be on the same basis (obligations, costs, or other measures) used by the agency in its accounting for travel and other object classes. In most cases, agencies will provide a single line entry showing travel costs for the agency, as a whole. However, Cabinet departments are required to provide separate line entries for each major bureau or other organizational unit that has sizeable travel costs. In such cases, a total for the agency is also required. The amounts provided for the various line entries should equal the total for the agency.

Agency. List the reporting agency. In the case of Cabinet departments, also list separately any bureau or other organizational unit with significant travel costs, a consolidated line entry for the other organizational units, and a line entry for "total agency". At least one space should be left between each line entry.

Column 1. Report actual travel costs for the second half of fiscal year 1975 for each line entry shown in the "Agency" column. The total amount reported should be consistent with actual FY 1975 amounts for travel presented in the 1977 budget.

Column 2. Report actual travel costs for the first half of fiscal year 1976 for each line entry required in the "Agency" column.

Column 3. Report actual travel costs for the second half of fiscal year 1976 for each line entry required in the "Agency" column.

NOTE: The total of columns 2 and 3 should approximate the actual travel costs that will be presented for fiscal year 1976 in the 1978 Budget.

Column 4. Report the dollar increase (+) or decrease (-) in travel costs. The amounts reported should equal the difference between costs for the second half of fiscal year 1976 (column 3) and costs for the second half of fiscal year 1975 (column 1).

Column 5. Report the estimated dollar savings in travel costs resulting from revised travel plans for FY 1976 developed in accordance with the December 4, 1975 issuance of Bulletin No. 76-9. The amount estimated as saved in fiscal year 1976 (column 5) plus the amounts of travel costs reported for the first half (column 2) and the second half (column 3) of fiscal year 1976 should equal the total amount for travel for fiscal year 1976 that had been estimated prior to the revised travel plans.

Part II. Discussion of methods used to achieve economies and savings. A brief narrative should specify the methods used to achieve the economies and savings reported by the agency in column 5 of Part I, above. This discussion should highlight successful methods that may be applicable to other Government agencies.

Part III. Information on increases. In view of the increase in travel costs between FY 1975 and FY 1976, the same dollar amounts will not result in the same extent of travel. Therefore, an estimate should be made of the dollar amounts of travel costs for the second half of FY 1976 (column 3) attributable to:

- increased per diem and subsistence rates;
- increased common carrier rates (such as fares for air and rail travel); and
- other increased travel costs (such as mileage allowance).

Approximations, rather than a detailed analysis of travel vouchers, should be used for this purpose to minimize agency work load.

Also indicate, as appropriate, the costs attributable to any increase in the extent of travel, together with a brief explanatory statement.



NOTE: Amounts in thousands of dollars.

EXHIBIT  
Bulletin No. 76-9  
Supplement No. 1

REPORT ON FY 1976 TRAVEL COSTS AND SAVINGS IN OBJECT CLASS 21.0  
TRAVEL AND TRANSPORTATION OF PERSONS

PART I. COSTS AND SAVINGS:

Agency	FY 1975 travel costs (actual)	FY 1976 travel costs (actual)		Difference: col. (3) minus col. (1)	Est. of FY 1976 savings based on revised travel plans
	2nd half (1)	1st half (2)	2nd half (3)		
Department of Government					

(Report breakdown of major  
bureau or other organiza-  
tional unit for cabinet  
departments only.)

PART II. DISCUSSION OF METHODS USED TO ACHIEVE ECONOMIES AND SAVINGS:

PART III. EXPLANATION OF INCREASES.

DD/A 76-2247

7 MAY 1976

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Control of Official Travel

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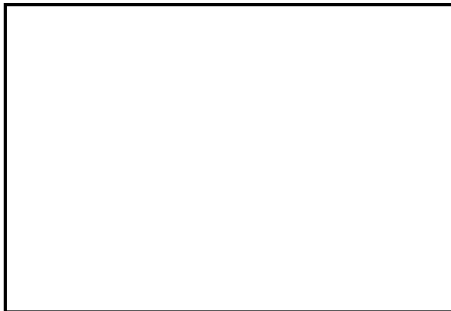
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ILLEGIB

John F. Blake

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OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

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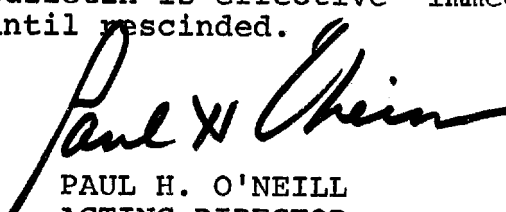
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PAUL H. O'NEILL  
ACTING DIRECTOR

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Approved For Release 2002/05/09 : CIA-RDP80-00473A000800080012-7

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

DD/A Registry

76-0594

BULLETIN NO. 76-9, SUPPLEMENT NO. 1

January 26, 1976

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

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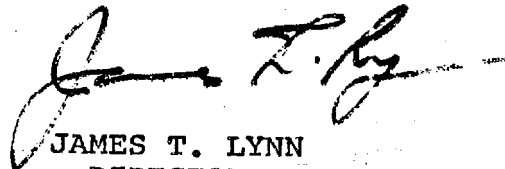
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4. Effective date. This Supplement is effective immediately and expires upon submission of the August 15, 1976 report.

  
JAMES T. LYNN  
DIRECTOR

Attachment

Attachment  
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Supplement No. 1

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TRAVEL AND TRANSPORTATION OF PERSONS

An original and one copy of the report on FY 1976 travel costs and savings will be submitted in the format of the attached Exhibit, as prescribed below.

Part I. Costs and Savings. This part will present for each period shown the estimated dollar amounts for travel and transportation of persons (object class 21), in thousands of dollars. The term "travel costs" as used in this Attachment is intended to be on the same basis (obligations, costs, or other measures) used by the agency in its accounting for travel and other object classes. In most cases, agencies will provide a single line entry showing travel costs for the agency, as a whole. However, Cabinet departments are required to provide separate line entries for each major bureau or other organizational unit that has sizeable travel costs. In such cases, a total for the agency is also required. The amounts provided for the various line entries should equal the total for the agency.

Agency. List the reporting agency. In the case of Cabinet departments, also list separately any bureau or other organizational unit with significant travel costs, a consolidated line entry for the other organizational units, and a line entry for "total agency". At least one space should be left between each line entry.

Column 1. Report actual travel costs for the second half of fiscal year 1975 for each line entry shown in the "Agency" column. The total amount reported should be consistent with actual FY 1975 amounts for travel presented in the 1977 budget.

Column 2. Report actual travel costs for the first half of fiscal year 1976 for each line entry required in the "Agency" column.

Column 3. Report actual travel costs for the second half of fiscal year 1976 for each line entry required in the "Agency" column.

NOTE: The total of columns 2 and 3 should approximate the actual travel costs that will be presented for fiscal year 1976 in the 1978 Budget.

Column 4. Report the dollar increase (+) or decrease (-) in travel costs. The amounts reported should equal the difference between costs for the second half of fiscal year 1976 (column 3) and costs for the second half of fiscal year 1975 (column 1).

Column 5. Report the estimated dollar savings in travel costs resulting from revised travel plans for FY 1976 developed in accordance with the December 4, 1975 issuance of Bulletin No. 76-9. The amount estimated as saved in fiscal year 1976 (column 5) plus the amounts of travel costs reported for the first half (column 2) and the second half (column 3) of fiscal year 1976 should equal the total amount for travel for fiscal year 1976 that had been estimated prior to the revised travel plans.

Part II. Discussion of methods used to achieve economies and savings. A brief narrative should specify the methods used to achieve the economies and savings reported by the agency in column 5 of Part I, above. This discussion should highlight successful methods that may be applicable to other Government agencies.

Part III. Information on increases. In view of the increase in travel costs between FY 1975 and FY 1976, the same dollar amounts will not result in the same extent of travel. Therefore, an estimate should be made of the dollar amounts of travel costs for the second half of FY 1976 (column 3) attributable to:

- increased per diem and subsistence rates;
- increased common carrier rates (such as fares for air and rail travel); and
- other increased travel costs (such as mileage allowance).

Approximations, rather than a detailed analysis of travel vouchers, should be used for this purpose to minimize agency work load.

Also indicate, as appropriate, the costs attributable to any increase in the extent of travel, together with a brief explanatory statement.

NOTE: Amounts in thousands of dollars.

EXHIBIT  
Bulletin No. 76-9  
Supplement No. 1

REPORT ON FY 1976 TRAVEL COSTS AND SAVINGS IN OBJECT CLASS 21.0  
TRAVEL AND TRANSPORTATION OF PERSONS

PART I. COSTS AND SAVINGS:

Agency	FY 1975 travel costs (actual)	FY 1976 travel costs (actual)		Difference: col. (3) minus col. (1) (4)	Est. of FY 1976 savings based on revised travel plans (5)
	2nd half (1)	1st half (2)	2nd half (3)		
Department of Government					

(Report breakdown of major  
bureau or other organiza-  
tional unit for cabinet  
departments only.)

PART II. DISCUSSION OF METHODS USED TO ACHIEVE ECONOMIES AND SAVINGS:

PART III. EXPLANATION OF INCREASES.

ADMINISTRATIVE - INTERNAL USE ONLY  
This Notice Expires 1 February 1977

TRAVEL

HN    
2 February 1976

### CONTROL OF OFFICIAL TRAVEL

1. The Office of Management and Budget (OMB) has issued Bulletin 76-9 which provides guidance for execution of U.S. Government policy to minimize travel and related costs. OMB directs that the policy be communicated to all travel authorizing officers with guidelines to effect stringent and austere plans to eliminate nonessential travel.

2. Agency travel policy has consistently been that travel be authorized only as necessary to meet mission requirements and that necessary travel be performed at minimum cost. OMB guidelines reinforcing this Agency policy are as follows:

a. Screen all travel orders to limit trips, numbers of individuals traveling, points to be visited, itineraries, and durations to those essential to mission performance.

b. Review all blanket travel authorizations, cancel those not essential, and issue appropriate guidelines to limit travel under such authorizations to the minimum necessary.

c. Minimize the number of employees who must travel for a single purpose.

d. Minimize participation by employees in conferences, meetings, and seminars that require travel at Agency expense.

e. Review contract provisions and procedures to ensure that travel costs incurred by contractors that are directly reflected in prices paid by the Agency are held to a minimum.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: AB

16 April 1976

STAT

NOTE FOR:

SUBJECT : OMB Bulletin 76-9 and Supplement No. 1

1. Attached is a letter I have drafted from Mr. Blake to the GSA Division Director in charge of monitoring the reports called for by OMB Bulletin 76-9 and Supplement #1. You may remember that when 76-9 was issued there was a good deal of discussion about how the Agency should treat it. The upshot of it was the issuance of HN  To my knowledge, we never advised GSA or OMB what we did with respect to 76-9, and I don't believe there was any intention to report on FY-76 savings and accomplishments. We (the DD/A) were given the ball on this thing by  O/Comptroller

STATINTL  
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2. Then in January, OMB issued Supplement #1 to 76-9. It revised the reporting instruction of 76-9 noting that a Congressional resolution on travel was passed urging OMB to take steps to restrain the inflationary impact and to conserve the use of energy by reducing Federal travel expenditures. Supplement #1 requires us to show accomplishments and savings resulting from revised travel plans, and a comparison of travel costs for the second halves of FY-1975 and FY-1976. Again the O/Comptroller made a suggestion, this time that we send GSA a copy of the Headquarters Notice and a memo telling them that we can't comply with detailed reporting requirements but would be happy to orally brief someone from GSA--a Gordon Yamada-type. Presumably Mr. Blake would do the briefing.

3. I need to know:

a. if the memo attached is satisfactory for Agency policy;

b. if (a) is satisfactory, what do we plan to tell the GSA rep since we haven't instituted any reporting requirements; and

c. if neither of the above are satisfactory, where do we go from here.

STATINTL



4 MAR 1976

MEMORANDUM FOR: Comptroller

SUBJECT: Control of Travel

1. OMB Bulletin No. 76-9 (Tab A) calls for restrictions on travel, requires that a copy of implementing directives be provided to GSA, and directs that a report on FY 1976 travel savings be submitted to GSA by 15 August. We assigned action to the DDA. Subsequently, the DDA issued HN [ ] (Tab B), but to date a copy of this implementing notice has not been forwarded to GSA.

STATINTL

2. Supplement No. 1 to 76-9 (Tab C) provides detailed instructions for the required August 1976 report. The DDA asked his staff to check with the Comptroller to see whether we, rather than the DDA, shouldn't have action on the reporting responsibility (if we in fact decide to comply) since total Agency travel cost data is involved.

3. I call this matter to your attention in case Jack Blake decides to call you directly.

4. With respect to where we go from here, I recommend that:

a. We suggest the DDA forward a copy of HN [ ] to GSA. The notice is unclassified (it's Administrative-Internal Use Only), and we have told GSA per A/DCI letter of 26 March 1974 that the Agency will comply with GSA requirements insofar as possible.

2 Feb 1976  
STATINTL  
OK

b. We suggest the DDA advise GSA that we are unable to comply with the detailed reporting requirement (based ostensibly on our current position that Agency budget data is classified), but that we would be glad to orally brief an appropriate GSA official on the matter. (This probably would be Gordon Yamada.)

OK  
DDA is in regular touch with GSA in any case  
Re letter to return a few weeks ago (for)  
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STATINTL

Chief, Administration Group

Distribution:

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1 - O/Compt. Reading

1 - AG Chrono

O/Compt/AC [ ] slh (4 Mar 76)

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COMPT

75-1736

DD/A Registry

75-6020

16 December 1975

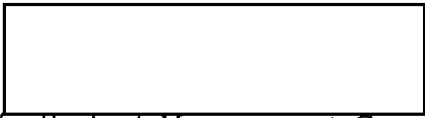
MEMORANDUM FOR: Executive Officer for the Deputy Director  
of Administration

SUBJECT: Control of Official Travel

1. A copy of Bulletin No. 76-9, issued by the Office of Management and Budget, is attached. You will note that it requires the head of each agency to communicate promptly throughout the agency the policy it contains about the control of official travel. You will also note in paragraph 4 that the bulletin requires a copy of implementing directives to be furnished to the General Services Administration, and that reports on 1976 accomplishments and savings are to be submitted to GSA by 15 August 1976.

2. These seem to be subjects dealt with more properly in your sphere than in ours.

STATINTL

  
Chief, Budget Management Group  
Office of the Comptroller



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-9

December 4, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

1. Purpose. This Bulletin provides guidance on the control and management of official travel, so as to reduce and minimize travel costs paid by the U.S. Government.

2. Policy. It is Administration policy that agencies should authorize that amount of travel necessary to accomplish the purposes of the Government effectively -- but not one bit more -- and at minimum cost. This policy is applicable not only to travel of Government employees, but also to travel of contractors and other personnel whose travel expenses are directly reflected in costs paid by the Government.

The head of each agency will communicate this policy promptly throughout all operating and staff units of his agency, and place in effect a stringent and austere plan to eliminate travel not absolutely essential and to minimize travel costs.

3. Guidelines. The agency plan to restrict travel will include, but not be limited to, the following guidelines:

a. Do not permit travel when the matter in question can be handled by mail or telephone.

b. Minimize the number of people who must travel for a single purpose; for example, never allow two or more persons to travel when one will suffice.

c. Examine travel assignments at official stations to assure that travel is performed by employees at stations which are in closest proximity to travel destinations.

d. Review and reauthorize all continuous or indefinite travel authorizations and issue appropriate guidelines to restrict travel to the minimum necessary for accomplishment of agency missions.

e. Screen all specific travel authorizations to limit trips, numbers of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of agency missions.

f. Establish procedures that will eliminate attendance and minimize participation by employees at conferences, meetings, and seminars when attendance is contingent upon travel at Government expense and not directly related to the accomplishment of the agency missions. (Official travel performed at nongovernment expense will be accomplished in accordance with agency conflict of interest regulations.)

g. In view of the extensive travel costs for change of station travel, review policies and procedures affecting employee transfers between official duty stations to reduce such transfers to those essential for mission accomplishment.

h. Establish procedures to screen all requests for foreign travel to drastically reduce U.S. attendance at foreign conferences to an absolute minimum, and where appropriate, to use U.S. personnel located at or near the conference site.

i. Review contract provisions and procedures to assure that travel by contractors whose travel costs are directly reflected in prices paid by the Government is held to that which is essential, and that the cost of such travel is minimized.

#### 4. Implementation

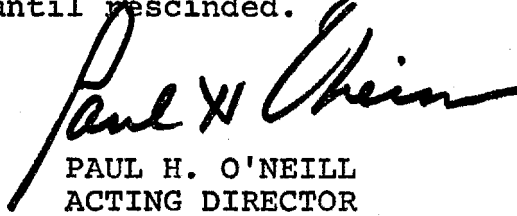
a. Agency directives for implementation of this Bulletin will be issued to become effective on or before January 30, 1976. A copy of implementing directives will be furnished for review to the General Services Administration.

b. Agencies will also prepare reports on FY 1976 accomplishments and savings resulting from the implementation of revised travel plans developed in accordance with this Bulletin. These reports will include a narrative description of the methods used to achieve economies and savings in the "travel and transportation of persons" (object class 21) and the estimated dollar amounts (obligations) saved. Reports will be submitted to the General Services Administration no later than August 15, 1976.

ATTACHMENT

Both the implementing directives and the reports should be directed to the Administrator, General Services Administration, attention: Director, Federal Travel Management Division, Federal Supply Service.

5. Effective Date. This Bulletin is effective immediately and will remain in effect until rescinded.

  
PAUL H. O'NEILL  
ACTING DIRECTOR

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2 January 1976

D R A F T

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller  
Deputy to the DCI for the Intelligence Community  
Deputy to the DCI for National Intelligence  
Officers

SUBJECT : Control of Official Travel

REFERENCE : (A) Office of Management and Budget Bulletin  
dated 4 December 1975, Same Subject

(B) Agency Notice ☐ dated , STATINTL  
Same Subject

As you know from the referenced memoranda, Administration policy requires that we take a hard look at our travel requirements and curtail them sharply wherever possible. We are also required to send copies of our implementing memoranda to General Services Administration (GSA), the Office of Management and Budget agent for this exercise; and to report our FY-1976 accomplishments and savings resulting from revised travel plans. The reports are to include descriptions of the methods used to achieve economies and savings in the travel (2100) object class and the estimated dollars saved. Reports are to be submitted to the DD/A Plans Staff no later than 30 July 1976.

John F. Blake  
Deputy Director  
for  
Administration

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Approved For Release 2002/05/09 : CIA-RDP80-00473A000800080012-7

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## TRAVEL

**24. THE CIA TRAVEL POLICY COMMITTEE**

- a. **GENERAL.** The Travel Policy Committee will advise and assist the Deputy Director for Administration in the timely review and adoption of Agency travel policies and in the coordination of travel regulations.
- b. **ORGANIZATION**
- (1) The Travel Policy Committee is composed of a chairman designated by the Deputy Director for Administration, one voting member from each directorate and the Office of General Counsel, and a nonvoting secretary-adviser selected by the Director of Finance. The committee will meet upon call of the chairman.
  - (2) An alternate for each committee member will be appointed to represent his directorate or office in the absence of the regular member.
  - (3) The Office of Personnel, the Office of Security, and the Cover and Commercial Staff will provide advisers to the committee as required.
- c. **RESPONSIBILITIES.** The Travel Policy Committee is responsible for:
- (1) Evaluating recommended changes in Agency travel policies, regulations, and practices with regard to legality, equity, economy, administrative feasibility, and consistency of application.
  - (2) Ensuring that Agency travel regulations and practices are in accordance with applicable laws, and that inconsistencies are referred to the appropriate action office for development of a proposed change in policy, regulation, or procedure.
  - (3) Evaluating Agency travel policies to improve efficiency, reduce costs, and facilitate equity and consistency in the application of travel policies and regulations.
  - (4) Ensuring that the Deputy Director for Administration and other senior officials, as appropriate, are provided timely authoritative advice about travel policies, problems, and practices.
- d. **AUTHORITIES.** Each member and alternate of the committee will represent his directorate or office in the formulation of travel policy, and is authorized to coordinate for his directorate or office on all travel regulatory issuances.

12 March 1971 (603)  
Declassified: 4 November 1975 (903)

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